



Goddard Procedures and Guidelines

DIRECTIVE NO. GPG 1440.7
EFFECTIVE DATE: _____
EXPIRATION DATE: _____

APPROVED BY Signature: _____
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TITLE: Director

Responsible Office: 300/Office of Systems Safety and Mission Assurance

Title: CONTROL OF QUALITY RECORDS

Preface

P1. PURPOSE

This procedure is to establish the requirements for identification, collection, indexing, access, filing, storage, maintenance and disposition of quality records.

P2. APPLICABILITY

This procedure applies to all quality records identified in GSFC Quality Management System documents and pertinent subcontractor quality records maintained by GSFC.

P3. AUTHORITY

GPD 1270.3, GSFC Quality Management System (QMS)

P4. REFERENCES

- a. NPG 1441.1, NASA Records Retention Schedules
- b. GPG 1310.1, Customer Agreements
- c. GPG 1410.1, Directives Management

P5. CANCELLATION

GMI 1440.7, Records and Files Management

Procedure

1. DEFINITIONS

- a. Quality Record - A document which provides objective evidence of the extent of the fulfillment of the requirements for quality or the effectiveness of the operation of a quality system element. Quality records can consist of paper, microfilm, magnetic/electronic media (including software), microfiche, x-ray, or

optical media. This includes records which verify product compliance to requirements, records delivered from subcontractors, as well as records which verify effectiveness of the quality management system.

b. Quality Records Custodian – An individual assigned responsibility in a QMS document for the control of quality records associated with that QMS document.

2. IMPLEMENTATION

Note: Complex or organization-specific quality record controls should be addressed in appropriate Directorate-level procedures or work instructions (see GPG 1410.1). Otherwise, the requirements below shall apply.

2.1 Identification, Collection, Maintenance, and Storage

When a quality record is identified in a QMS document (see GPG 1410.1), that document shall also identify the record custodian and the location(s) where quality records are maintained. If a specific recording media or special environmental controls for record storage are required these shall also be identified.

2.2 Indexing, Accessibility and Retrieval

Quality records shall be physically or electronically filed (e.g., by project, product, serial number, etc.) by a method which enhances accessibility and retrieval by the record user. Records maintained on-site shall be retrievable within one hour from the request.

2.3 Disposition

Quality records shall be preserved, maintained, and disposed of in accordance with NPG 1441.1. Customer agreements (see GPG 1310.1) which require longer on-site record retention times, prior to permanent or temporary off-site storage, shall take precedence over NPG 1441.1.

3. RECORDS

None